

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

WP 3600.9

WESTERN-PACIFIC REGION

4/15/92

SUBJ: ALTERNATIVE WORK SCHEDULES FOR REGIONAL OFFICE EMPLOYEES

1. **PURPOSE.** This order establishes policies and procedures for the implementation of Alternative Work Schedules (AWS) for covered Western-Pacific Regional Office employees.
2. **DISTRIBUTION.** This order is distributed to all employees in the Western-Pacific Regional Office.
3. **EFFECTIVE DATE.** The provisions of this order are effective April 19, 1992.
4. **BACKGROUND.** AWS has been offered as an option for enhancing operational efficiency, promoting program goals, and enriching the quality of work life for employees in the Western-Pacific Regional Office. This order does not apply to field offices, facilities, and other entities in the region. Participation in AWS is voluntary with the approval of supervisors.
5. **POLICY.** Although AWS is offered to all Regional Office building employees, Senior Executive Service (SES) members are currently excluded from participation in the program, and all bargaining unit employees are covered instead by their appropriate negotiated agreements. Division and office managers have overall responsibility for approving their employees' work schedules, and all supervisors are responsible for maintaining normal uninterrupted service. **ALTERNATIVE WORK SCHEDULES MAY BE TERMINATED IF THEY ARE DETERMINED NOT TO BE IN THE BEST INTEREST OF THE PUBLIC, THE GOVERNMENT, OR THE EMPLOYEE.** Office coverage during regular business hours from 0730-1600 is imperative, and all offices must be capable of transacting meaningful business down to the unit level. The FAA reserves the right to establish a different basic work week or a regularly-scheduled tour of duty other than described above for any employee or group of employees.
6. **DEFINITIONS.**
 - a. **Alternative Work Schedules (AWS).** An umbrella term used to describe any schedule other than the traditional 8 hours per day, 5 days per week work schedule, such as compressed and/or flexible work schedules.
 - b. **Flexitime.** A system of work scheduling which splits the work day into two distinct kinds of time, core hours and flexible hours. The two requirements under a flexitime schedule are:

(1) The employee must be at work during core time, and

(2) The employee must account for the total number of hours scheduled for work each day.

c. Flexible Hours. Those portions of the work day during which the employee has the option to select starting and quitting times within the limits established by this order and approved by the Division or Staff Office Manager (or, if delegated, by the immediate supervisor).

d. Core Hours. Those periods during working hours when all employees are required to be at work.

e. Working Hours. Those time periods of the day during which each employee will complete the designated number of hours for his or her work day. Working hours consist of core time and flexible time, and other time accounted for through some type of approved leave.

f. Official Business Hours. The hours of 0730 – 1600 have been established and publicized as time when the FAA Western-Pacific Regional Office is open for business.

g. Compressed Work Schedule. Any schedule that enables a full-time employee to work 80 hours per pay period in less than 10 work days.

7. OBJECTIVES. Alternative Work Schedules are intended to provide benefits to management, the general public and employees. Specific objectives are:

a. To provide additional hours of service to the public and increased opportunity for contacts with offices in other time zones;

b. To improve cross-training and cooperation among employees;

c. To provide availability of quiet periods at the beginning or end of the work day;

d. To promote quicker employee start-up in the morning by staggering arrival times;

e. To allow employees more flexibility to form car pools or to use public transportation at off-peak periods;

f. To provide employees with options which will allow them to set work schedules that fit their personal needs;

g. To provide a greater balance between personal and job needs by providing employees more options in the scheduling of family, community, social, professional, educational, shopping, and recreational activities; and

h. To reduce short-term absences for medical appointments or personal business.

8. POLICY.

a. Regular Flexitime Work Schedules.

(1) Each full-time employee will have a basic work schedule of 40 hours per week consisting of eight hours per day, Monday through Friday.

(2) The Western-Pacific Regional Office schedule of flexible work hours is 0600 to 1730. The official business hours are 0730 to 1600, Monday through Friday.

(3) The morning and afternoon flexible hours are from 0600 to 0830 and 1430 to 1730, respectively. Core hours are 0830 to 1100 and 1300 to 1430.

(4) Each employee will take a lunch period of at least 30 minutes between 1100 and 1330.

(5) Each supervisor will, at a minimum, arrange for telephone coverage in the office during the official business hours 0730 to 1600. Also, to the extent necessary for mission accomplishment, the supervisor will establish a schedule for minimum clerical and professional coverage.

(6) Each supervisor will assure that Fair Labor Standards Act (FLSA) non-exempt employees do not work in excess of 8 hours per day or 40 hours per week, unless such work is officially ordered and approved in advance.

(7) FLSA exempt employees will not be authorized overtime pay for hours worked in excess of 8 hours per day or 40 hours per week, unless overtime has been authorized.

(8) Compensatory time may be granted in lieu of overtime pay, in accordance with applicable provisions of law.

(9) Division and Staff Office Managers have final responsibility for approving employee work schedules.

(10) Existing requirements regarding leave approval are not affected by this policy.

b. Compressed Work Schedules.

(1) Compressed work schedules are available as a privilege to employees. Employees may participate provided that the compressed schedule does not interfere with effective mission accomplishment or the employee's performance of officially assigned duties. Those employees not wishing to participate will continue to work their existing schedules.

(2) Each supervisor must work closely with his/her staff in establishing an acceptable compressed work schedule. Supervisors must ensure that sufficient personnel will be present on any work day to conduct business as normal and be able to respond to unforeseen problems during regular business hours. It will be the supervisor's responsibility to establish "days off" schedules to ensure a balanced work force.

(3) Each supervisor will assure that non-exempt employees do not work in excess of the scheduled tour of duty (i.e., 8, 9, or 10 hours in a day, or 80 hours in a pay period), unless overtime has been authorized.

(4) Every effort will be made to accommodate each employee's selection of work schedule option. However, supervisors retain the right to change any employee's work schedule in order to avoid adverse impact on daily operations. In those cases where the alternate work schedule would not be practicable for the work unit due to the type of work performed, the Division and Staff Office Managers will have the option of exempting that unit from participation in the program.

(5) Employees will be authorized overtime pay for hours in excess of their scheduled tours of duty (i.e., 8, 9, 10 hours a day, or 80 hours in a pay period) only if such work is officially ordered and approved.

(6) Compensatory time may be granted in lieu of overtime pay, in accordance with applicable provisions of law.

(7) The following compressed schedules may be authorized:

a. The 4-10 schedule involves a schedule of four 10-hour work days each week, worked in any sequence. Within a pay period, a work week of four 10-hour days may be paired with a work week of five 8-hour days.

b. The 5-4/9 schedule involves a schedule of eight 9-hour days and one 8-hour day each pay period. The 5-4/9 schedule may not be combined with a 4-10 schedule within one pay period.

9. PROCEDURES. The following procedures apply:

a. General Procedures.

(1) Supervisors, with involvement of their employees, will establish individual schedules to fulfill the minimum requirements established for each office's work schedule.

(2) Within the flexibility provided in this plan, each employee will establish consistent times of arrival and departure within the flexible time bands. Each employee must inform his/her supervisor in advance in writing of his/her requested schedule. Appendix 3 contains a sample of form WP 3600-2 (dated 4/92), which is used for this purpose.

(3) Except in unusual circumstances, supervisors will give employees AT LEAST ONE PAY PERIOD of advance notice when operational priorities require a change in the employee's schedule. In no case will an employee work after 1800 except on an authorized overtime basis.

b. Compressed Work Schedule (CWS).

(1) Employees may request work hours between 0600 and 1730 and lunch periods between 1100 and 1330.

(2) The schedule must provide for 80 hours of work in nine days or less within a pay period.

(3) The compressed schedule must satisfy employer staffing requirements, service, and cost objectives.

(4) Employees wishing to discontinue an Alternative Work Schedule may submit a written request on WP Form 3600-2 (4/92) to their supervisor. Changes should be submitted at least one week in advance of the beginning of the desired effective pay period. Changes should be kept to a minimum. All requests for changes will be considered on a case-by-case basis.

(5) Supervisors will ensure that their employees' work schedule hours are properly documented in their timekeeping records.

(6) Special Situations.

(a) When compressed work schedule employees will be on temporary duty (TDY) on a scheduled day off, the scheduled day off must be taken within the same pay period. Accumulation of scheduled days off is prohibited. To avoid accumulation of days off, work schedules may need to be changed back to regular five-day weeks for the duration of TDY assignments.

(b) It is the responsibility of both the employee and the supervisor to ensure that proper tracking of TDY during scheduled days off is accomplished so that employees are not denied their "off days."

(c) If an AWS employee is attending training, work schedules shall be adjusted to training class hours. Training classes will not be credited as more than 8 hours of work.

(d) All other special situations regarding employees will be covered by applicable Federal employee pay and personnel regulations.

c. Annual and Sick Leave.

Time off must be charged to the appropriate leave category unless the employee is authorized compensatory time off. Leave will be charged according to the number of hours that would normally have been worked. For example, if an employee takes annual or sick leave on a day he or she would normally work ten hours, he/she will be charged ten hours in the appropriate leave category.

d. Holidays: Any holiday falling on a scheduled work day will count as the number of hours (8, 9, or 10) that the employee was scheduled to work that day. For all employees on all schedules:

(1) When an employee has 3 consecutive non-work days off and a holiday falls on one of these non-work days, the following rules apply in designating a work day as the "in lieu of" holiday. When the holiday falls on the employee's first non-work day, the preceding work day is designated as the "in lieu of" holiday. When the holiday falls on the second or third non-work day, the next work day is designated as the "in lieu of" holiday.

(2) When an employee has 4 consecutive non-work days and a holiday falls on one of these non-work days, the following rules apply in designating the work day as the "in lieu of" holiday. When the holiday falls on the employee's first or second non-work day, the preceding work day is designated as the "in lieu of" holiday. When the holiday falls on the third or fourth non-work day, the next work day is designated as the "in lieu of" holiday.

(3) If the holiday occurs on any non-work day other than the first non-work day in the administrative workweek, the preceding work day will be the in-lieu-of holiday.

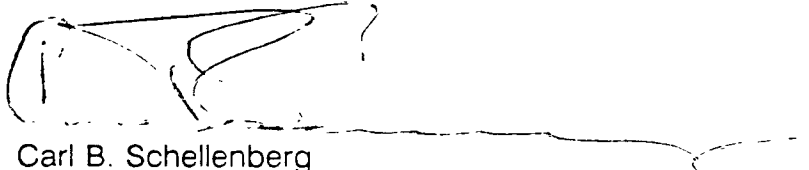
10. EVALUATIONS. The Regional Administrator shall ensure that an evaluation of the overall AWS program is conducted at the end of each fiscal year. Appendix 3, Evaluation of Alternative Work Schedules, will be used for guidance when conducting an AWS evaluation.

11. PROCEDURES.

a. Time and attendance procedures to be used for those employees on the AWS are covered in Appendix 1.

b. The revised Request to Change Work Schedule form (WP Form 3600-2, dated 4/92) is used to change work hours and is included in Appendix 2.

12. COORDINATION. This order has been coordinated with the Office of Personnel, APN-1, and the Western-Pacific Payroll Office.



Carl B. Schellenberg
Regional Administrator

APPENDIX 1 – T & A Procedures

1. Special Tour Indicators.

a. Use of Special Tour Indicator Codes. A special tour indicator code is required on the report of time and attendance (T&A) data to establish an employee under a compressed work schedule. Once an employee is established under Compressed Work Schedule (CWS), no continued coding is needed. A special tour indicator code is required on the report of T&A data for the pay period only when CWS is established or cancelled.

b. T&A Reporting of the Special Tour Indicator Code. Reporting of the special tour indicator varies for employees under Form DOT F2740.2, Time and Attendance Report, and for employees under the Electronic Time and Attendance Management System (ETAMS):

(1) Form DOT F2740.2. Enter the special tour indicator in the first position of the cost center field. (Use the cost center field on the second line of the form.)

(2) ETAMS. Enter the special tour indicator code in the PP TOUR field of the ETAMS T&A screen. Once a code is established, it will appear on the screens for subsequent pay periods in the employee's master record (EMR) TOUR field. A blank in the EMR TOUR field indicates that no AWS code is in effect in the previous pay period.

c. Special Tour Indicator Codes.

(1) "1" – Compressed schedule. Code 1 establishes an employee under a compressed AWS. Code 1 is also used to return an employee to a compressed schedule from a temporary non-AWS assignment. The code is not required if an employee changes the type of compressed schedule, e.g., from a 4/10 to a 5-4/9.

(2) "4" – Reestablish non-AWS. Code 4 reestablishes an employee under a standard non-AWS. Code 4 is also used for an employee under a compressed AWS who is temporarily assigned to a non-AWS. Use code 4 only in the first full pay period of the temporary assignment and do not use code 4 if the temporary non-AWS assignment is for less than a full pay period.

2. Compressed Schedules.

a. Recording the Assigned Shift on the T&A.

(1) Record the fixed tour of duty in the "Assigned Shift" column.

(2) The biweekly assigned shift may not exceed 80 hours. T&A's with assigned shifts greater than 80 hours will be rejected. Therefore, it is important on a 5-4/9 schedule to remember that there is one 8-hour shift each pay period.

b. Recording Time Worked Outside Shift. Record time in addition to the assigned shift in the "Time Worked Outside Shift" column.

3. Flexible Schedules.

a. Recording the Assigned Shift.

(1) Record non-overtime hours payable in the "Assigned Shift" column not to exceed 8 hours in a day.

(2) The biweekly assigned shift must total 80 hours for a full-time employee.

b. Recording Time Worked Outside Shift. Record time worked in addition to hours reported in the assigned shift in the "Time Worked Outside Shift" column.

4/15/92

APPENDIX 2 - Work Schedule Request

WORK SCHEDULE REQUEST

To: _____

DATE: _____

From: _____

1. I request the following biweekly work schedule.

☐ a. Regular 8-hour schedule (including flexitime schedules).

☐ b. Compressed schedule (5-4/9 or 4-10).

I request the following bi-weekly schedule for my hours worked each day and my regular days off:

WEEK 1 SUN MON TUES WED THURS FRI SAT

WEEK 2

I request a lunch period from _____ to _____. I request that this change to my work schedule become effective on the first day of the pay period beginning _____. I have reviewed WP Order 3600.2 regarding compressed and flexible work schedules.

To: _____

DATE: _____

From: _____

☐ Your request for a change in work schedule is approved.

☐ Your request for a change in work schedule is disapproved.

☐ Your request for a change in work schedule cannot be approved due to operational requirements. Please resubmit with the changes recommended below.

Supervisor's Signature

Unit Timekeeper
Form 3600-2 (4/92)
supersedes previous editions

APPENDIX 3. EVALUATION OF ALTERNATIVE WORK SCHEDULES

1. **PURPOSE.** This appendix provides guidance for evaluating the use of Alternative Work Schedules (AWS) by non-bargaining unit members in the Western-Pacific Regional Office.

2. **ACTION.** The Regional Administrator will ensure that an evaluation of the overall AWS program is conducted at the end of each fiscal year. If the delegated approving official determines that an existing schedule in an organizational unit has had an adverse impact as defined in 5 U.S.C. 6131(b), the delegated approving official is authorized to change or discontinue the AWS at any time.

a. The following questions are provided to assist delegated approving officials in evaluating the effectiveness of the AWS within their organizations:

- (1) Have efficiency and productivity increased or decreased?
- (2) Has the level of service furnished to the public by the agency increased or decreased?
- (3) Have recruitment and retention of employees improved?
- (4) Has employee morale increased?
- (5) Has the AWS increased or decreased the cost of agency operations, i.e., overtime, travel (other than a reasonable administrative cost relating to the process of establishing the AWS)?
- (6) Have requests for spot leave increased or decreased?
- (7) What percentage of employees are utilizing the AWS?
- (8) Has there been any adverse impact on the organizational unit or agency? If so, identify.
- (9) Are employees satisfied with the AWS program in its present form?